

## **Village of Whitehouse Permit Application Process**

The Village of Whitehouse and the City of Maumee have formed a team for the purpose of building plan review, permit issuance, and required inspection services. The following is a flow chart to help residents and contractors working within the Village of Whitehouse limits.

**Zoning approval remains under the authority of the Village of Whitehouse. Zoning fees shall be paid directly to the Village of Whitehouse.**

A minimum of **three** sets of complete construction documents shall be submitted by the applicant for review in accordance with section 106 of the Residential Code of Ohio and the Ohio Building Code. A complete set of plans includes a site plan, elevations, and detailed sheets indicating the footer/foundation, floor, wall, ceiling, and roof structure. Additional details shall include location of utilities, mechanical equipment, and insulation requirements.

Plans may be submitted to the Village of Whitehouse Offices or to the City of Maumee Municipal Building located at 400 Conant Street, Maumee, Ohio 43537. All plans submitted shall be reviewed in accordance with section 105 of the Residential Code of Ohio and section 106.3 of the Ohio Building Code. Once plans are reviewed and approved, the documents will be available for pick-up at either location. Should there be questions, corrections, or additional information required prior to permit issuance, a notice requesting such information will be e-mailed, faxed, or sent via mail in accordance with the information indicated on the permit application and in accordance with section 113 of the Residential Code of Ohio and the Ohio Building Code.

Once the Village approves the zoning permit and the City of Maumee approves all construction documents, permits shall be issued allowing commencement of the proposed project.

**All fees associated with the building permit, plan review, required inspections, and the certificate of occupancy shall be payable to the City of Maumee.**

All questions associated with the issuance of building permits shall be directed to the City of Maumee at 419-897-7075. Additionally, all contact information and permit applications are available at [www.maumee.org](http://www.maumee.org).

The City of Maumee will be the contact for all field inspections. All inspections will be performed Monday through Friday. Should scheduling allow, same day inspections will be provided. If not, next day inspections will be performed.

Each job site shall be indicated with a legible address from the street and the approved construction documents shall be on site for the inspectors to refer to during the inspection. Should the approved documents not be on site, the inspection will not occur and the applicant will be required to request a re-inspection along with the associated fee.

The Village of Whitehouse and the City of Maumee desire to ensure a smooth transitional process as user friendly as possible for the residents and contractors within the Village limits. Attached is a fee schedule for both commercial and residential permits. Again, please contact us at 419-897-7075 with any questions.

Sincerely,

Bruce Wholf  
Chief Building Official, Village of Whitehouse